



**COMMUNITY AND ECONOMIC DEVELOPMENT
BUILDING INSPECTION DIVISION**

HOW TO SCHEDULE INSPECTIONS

Please call (510) 583-4148 to request an inspection or fax request via our fax # (510-583-3642). YOUR CALL WILL NOT BE RETURNED WITH A CONFIRMATION

If you have more than one permit, you will need to schedule inspections under each separate permit number. PLEASE NOTE THAT INSPECTIONS ARE NOT SCHEDULED FOR REVISION OR CHANGE OF CONTRACTOR PERMITS; **YOU MUST GIVE THE ORIGINAL PERMIT NUMBER.**

Requests for inspections must be made via telephone before 4 PM or by 2:30 PM via fax in order to be scheduled for the next business day. Requests received after the cut-off times will be scheduled two business days later. Please be aware that cell phones may produce garbled messages and we may not be able to schedule an inspection if we cannot understand the message.

You will need to leave the following information for each trade inspection requested:

Building Permit #: _____
Electrical Permit # _____
Plumbing Permit #: _____
Mechanical Permit # _____
Job site address _____

Type of inspection requested _____

NOTE: Please refer to the back of your inspection card as to the type of inspection you desire. Inspections will not be scheduled unless the specific type is stated as shown on the reverse of your permit card. For example, DO NOT request an electrical inspection using the electrical permit – there are approximately 5 different types of electrical inspections. **YOU MUST BE SPECIFIC;** example – “rough electric”.

Your name or contact individual's name

Your telephone number or contact telephone number

And/or _____ (leave special information, i.e., access provided on site, no dog on site, permit posted on wall, etc.)

If you do not include all of the information requested your inspection request will not be scheduled. Due to staffing issues, we can no longer accept AM or PM requests. **You must be ready for the inspection when requested. If you are not, you will be assessed an \$86.00 re-inspection fee, which must be paid before you call and request the next inspection.**

If you want an approximate time your inspector will be at the site, you will need to call them the morning of the inspection between 7:30 and 8:30 AM.